

**Kirkland Senior Council
BYLAWS**

Revised 9/13/11

ARTICLE I NAME AND IDENTITY

The name of this body shall be the Kirkland Senior Council (hereinafter "Senior Council"), as established by the Kirkland City Council in September 2001.

ARTICLE II OBJECTIVE

The purpose of the Kirkland Senior Council is to help ensure that the needs of all seniors age 50 and older are addressed. The Senior Council will enable seniors to directly participate in the advocacy and creation of community programs and services that meet their needs.

ARTICLE III MEMBERS

A. DUTIES AND FUNCTIONS

1. The role of the Senior Council is to study, review, evaluate and make recommendations to the City Council regarding matters affecting seniors, in the City of Kirkland. The Senior Council will identify senior concerns, advocate for their needs and create programs that advance their well-being. The City Council has the responsibility for legislating law at the local level, and while they may seek advice from the Senior Council, final decisions and responsibilities are ultimately theirs.
2. These Bylaws set forth the rules governing the organization and procedures of the Senior Council consistent with City of Kirkland as well as other applicable laws.
3. The Senior Council may adopt and amend rules and regulations that govern the conduct of its business, consistent with these Bylaws and the official policies of the City Council.

B. COMPOSITION

Members shall live, work or serve the senior population in the City of Kirkland.

The Senior Council shall consist of no less than eleven (11) members, and no more than twenty-one (21) members. At least fifty-one (51) percent shall be seniors, age 50 and older.

C. TERMS

1. Members of the Senior Council shall serve a term of three years, with a target of one-third of the Senior Council selected each year. Each member may serve up to two consecutive terms and reapply after the absence of one year.
2. Members may apply for a second consecutive term by submitting their written request to the Executive Committee no later than September 1, and will not need to interview or

fill out an application. Their second consecutive term will be approved by a vote of the Senior Council.

3. A Senior Council member shall terminate his or her position on the Senior Council with a written letter addressed to the Executive Committee.
4. A vacated seat with an unexpired term shall be filled either by annual recruitment or mid-year application. For mid-year applications, the Executive Committee will review applications, interview candidates and make recommendations to the Senior Council. Those candidates will be approved by a vote of the Senior Council.
5. The new member elected to fill a vacated seat with an unexpired term will be considered to have filled a full term if two or more years remain in the seat to be filled. If less than two years remain, the new member will be eligible to serve two full, elected terms, beyond the interim term.

D. ATTENDANCE

1. Attendance is mandatory at all monthly meetings and special sessions. This includes annual study sessions with the City Council and planned retreats.
2. Senior Council members have up to three excused absences annually. Excused absences are defined as absence due personal illness, death in the member's immediate family, travel or work.
3. Three unexcused absences may result in termination. If a member misses three or more meetings, they can appeal to the Senior Council to retain their seat. The appeal shall be decided by a vote of the Senior Council.
4. The Senior Council may authorize a leave of absence for any member. The leave can be up to six months and shall not be deemed as cause for termination. The Senior Council may elect to appoint an interim representative during a leave of absence.

E. PERFORMANCE OF DUTIES

1. All members shall fulfill the usual duties of their seat and uphold the City of Kirkland Code of Ethics.
2. Violation of the City of Kirkland Code of Ethics may result in termination. The Executive Committee will intervene with the following procedures to ensure equitable treatment and consistent action on the part of the Senior Council member and the Senior Council.
 - a. The Executive Committee shall clearly communicate to the Senior Council member that they are administering an oral warning so that the member understands this is an opportunity to correct the condition, and if not corrected that they may be subject to further action.
 - b. If a Senior Council member disregards an oral warning and there is continued failure to uphold the City of Kirkland Code of Ethics, the Executive Committee shall impose a written warning that clearly communicates that failure to improve may result in termination.

- c. When previous actions have not corrected the condition, the Executive Committee will make a recommendation to the Senior Council, to terminate the Senior Council member. Termination will be decided by a balloted vote of the Senior Council.

F. NOTICE AND COMMUNICATION

The Senior Council shall maintain a current roster of each member's contact information. Unless any member specifies otherwise, *email* shall remain the accepted standard for providing notices and affording Senior Council members the means for transmitting documents, correspondence and information. Any reference to "notice" in these Bylaws shall incorporate this standard.

ARTICLE IV OFFICERS & THEIR DUTIES

A. ELECTION OF OFFICERS

1. The Chair position shall be a one year term, from January to December.
2. Annual election of the Vice Chair and Secretary shall be by a vote of the Senior Council. This will take place at the November meeting. The term of office shall be one year, from January to December.
3. Vice Chair and Secretary shall be elected annually from members who have served at least one year on the Senior Council. If a member with less experience is interested in an Executive position, the Senior Council shall consider their application and determine by a vote of the Senior Council.
4. The Secretary position is held for one year and is a stand alone position. The Secretary is not part of the officer rotation.
5. The Vice Chair position shall advance to the Chair position after serving a one year term.
6. The Senior Council's Executive Officers are constituted by the Chair, Vice Chair and the Secretary.
7. If any of the Executive Officers are unable to complete their term of office or in the case of the Vice Chair, unable to advance to the Chair position, the Executive Committee shall nominate a Senior Council member who has served at least one year on the Senior Council, to complete the term of office.

B. DUTIES OF OFFICERS

All officers shall fulfill the usual duties of their office and uphold the City of Kirkland Code of Ethics. Executive Committee shall meet as needed.

1. **CHAIR:** Shall facilitate all meetings and act as chief executive of the Senior Council. The Chair shall be an ex-officio member of all committees.

2. **VICE CHAIR:** Shall act in the absence of the Chair. The Vice Chair shall serve on committees and in areas of personal interest.
3. **SECRETARY:** Shall be responsible for the written minutes and such correspondence as directed by the Senior Council and shall prepare the agenda for all regular meetings, in consultation with the Executive Officers and City staff liaison. The Secretary may serve on committees of interest as time permits.
4. Should both Chair and Vice Chair be absent at any Senior Council meeting, a Chair Pro Tem shall be elected from the Senior Council members present. The Secretary shall preside until the Chair Pro Tem is named.

ARTICLE V MEETINGS

A. MEETINGS OF THE SENIOR COUNCIL

1. All meetings of the Senior Council shall be held monthly, at a time and place determined by the members.
 - a. Notice of such meeting shall be posted to invite public participation.
 - b. All Senior Council meetings are open to the public. Public comments are welcome during designated public discussion time.
2. Special meetings of the Senior Council may be called by the Chair in consultation with the Executive Committee, or by written petition of at least five Senior Council members. In the event of a special meeting being called, each Senior Council member must be notified by email at least two (2) weeks prior to the proposed meeting.
3. The November meeting shall include the election of the Vice Chair and Secretary.
4. The December meeting shall in part be devoted to recognizing the outgoing Senior Council members and welcoming the new members.
5. The Annual Retreat shall be held in January, and is in addition to the regular meeting. This meeting is intended to be a planning session for the new year's goals and objectives and to consider realignments of committees, policies and procedures to best meet those goals.

B. QUORUMS

1. A quorum for regular and special Senior Council meetings is fifty-one (51) percent of the Senior Council members.
2. A quorum for any other meeting(s) shall be determined by the Senior Council.

ARTICLE VI COMMITTEES

All committees of this organization shall be staffed by Senior Council members who volunteer at the Annual Retreat to serve on the committees of their choice. Commitments shall be for a period of one year.

ARTICLE VII AMENDMENTS

1. These Bylaws may be amended by the Senior Council at any regular or special meeting, provided that notice has been given as provided herein. The approval of two-thirds (2/3) of the members of the Senior Council present at such meeting shall be required to amend the Bylaws. Amendments shall take effect immediately upon such approval.
2. Notice of any proposed amendments shall be given to the Senior Council at least thirty (30) days before the meeting at which the vote is to be taken. The notice to the Senior Council shall be given by email. The notice shall contain the text of the proposed amendment and the time, date, and place at which the vote is to be taken.

ARTICLE VIII PROCEDURES

Roberts Rules of Order (latest revision), shall be the parliamentary authority for the procedural conduct of Senior Council business, called upon when necessary.